

Job Announcement

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TTY/D use Maryland Relay Service

Opening Date:	April 2, 2015	Closing Date:	April 16, 2015
Job Title:	Courier/ Office Clerk	Position Type:	Contractual Full Time (No State Benefits)
PIN:	940104	FLSA Status:	Non-Exempt
Location:	District 1, Baltimore City Baltimore, Maryland	Grade/Entry Salary:	J05 \$13.89 - \$16.44 per hour (Depending on Qualifications)
Financial Disclosure:	No		

Essential functions: The main function of this position is to deliver and transport District Court mail and supplies to various court locations, in addition to other state and city government offices in Baltimore City. Assists in moving furniture, equipment and court files between court locations. Takes vehicle for scheduled service maintenance. Ensures the vehicle is functioning properly, operates the vehicle in a safe manner, and adheres to Maryland traffic laws at all times. Assists the public, police and attorneys pertaining to case information via telephone or information counter. Responds to inquiries regarding the proper completion of various court related forms. Provides information regarding court policies and procedures. Prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures. Updates existing case information into the District Court's data systems. Assists in closing files and preparation for stripping, storage and destruction. Opens, sorts and distributes mail to the appropriate section of the court. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Minimum of two years of related work experience to include one year of general clerical experience.

Preferred: Knowledge and extensive experience driving a delivery truck or van in the Central Maryland area.
Prior work experience as a Mail/Delivery Clerk, Courier, Transporter or similar occupation is highly desired.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Ability to drive a truck and/or van. **Must possess and maintain a valid Maryland driver's license with no more than 2 points.** Ability to travel and work outside in all types of weather. Must be able to follow written and oral instructions. Ability to learn mail handling and parcel distribution procedures and routes. Ability to operate a hand truck and/or other types of equipment to move and transport items. Ability to lift and move large objects weighing up to 70 pounds unassisted and 100 pounds assisted. Ability to adjust to changes in duties and assignments. Ability to multi-task and prioritize responsibilities. Ability to operate a personal computer. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed alpha and numeric filing systems. Ability to exercise tact and understanding in stressful situations. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below by 4:30p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.